

C.I.G. Administrative Instructions

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1 of 1

UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
MEMORANDUM
NUMBER [REDACTED]

15 August 1947

SUBJECT: Employee Welfare Fund

1. An Employee Welfare Fund has been established within CIG which will provide financial assistance to employees for emergency purposes.
2. Limited funds are available from which small non-interest bearing loans may be made to newly appointed employees who need funds for living expenses until receipt of their first salary check; and to employees who experience emergencies such as accidents, illnesses, lost wallets or pocketbooks, and similar emergencies.
3. All loans will be personally approved by the Welfare Funds Officer who must be satisfied that the applicant is in financial distress and that the funds applied for will be used for necessities, the purchase of which can not be reasonably delayed and that such loan would not be practicable through the customary services of a bank, outside loan agency, or other facility.
4. The Employee Welfare Fund will be administered by the Personnel Relations Division, Personnel Branch, A & M. Requests for information and assistance concerning this service should be directed to that office, Room 115, North Building, telephone extension 2144, 5 and 6.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

(2253)

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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